

WISCONSIN STATE LAW LIBRARY

Interlibrary Loan Policy

Our staff can borrow materials and request photocopies from library collections in the United States and worldwide. Library users who have, or are eligible for, a library card may submit requests for materials not available at other local area libraries. Requested items generally take 1 to 2 weeks to arrive. Some lending libraries may offer rush delivery for an additional fee.

To Place a Request

- Gather any information you have that will help us identify the item you are requesting, such as the citation, title, author, date, etc.
- Contact our Reference Desk. Milwaukee Legal Resource Center and Dane County Legal Resource Center borrowers should contact their library staff to place interlibrary loan requests.
- Provide your name and phone number; bibliographic information such as author, title, edition, volume, year published, etc.; any time limitations; and a maximum dollar amount you are willing to pay.

Interlibrary Loan Fees

- There is no fee to make an ILL request. Users will pay lending fees if any are charged by the lending library.
- Lending libraries generally charge \$10 - 15 per volume for loans.
- Photocopy charges depend upon lending library fees and the length of the requested item.
- Some libraries may not charge a fee for lending and photocopy services.

Delivery

- Our staff will contact you when the requested materials are available. Materials can be picked up at the State Law Library's Circulation Desk. Milwaukee Legal Resource Center and Dane County Legal Resource Center borrowers may pick up requested materials at those libraries.
- Alternative delivery methods are available for an additional fee; please see Fees & Policies.

Requests from Other Libraries

- The Wisconsin State Law Library accepts interlibrary loan requests from other libraries. Requests may be submitted through OCLC or by ALA form, phone, fax, or email.
- A \$10 per volume fee is charged to borrowing libraries for loan of materials. Photocopy services are also available for a fee. Rush delivery is available for additional charges. Please see Fees & Policies.
- Our library has reciprocal lending agreements with the University of Wisconsin Law Library and the Marquette University Law Library.

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